



**TOWN OF WINTER PARK**  
**Preliminary Plat Review Submittal Checklist**

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PROJECT: \_\_\_\_\_

OWNER: \_\_\_\_\_

- I. The Preliminary Plat shall be prepared as follows:
- A. The design shall be accord with the subdivider's plans for actual development and therefore shall be a true representation of the subdivision which may eventually be recorded.
  - B. The drawing shall be made at a scale of not less than one inch equals one hundred feet (1" = 100'), on a reproducible medium with outer dimensions of not more than twenty four inches by thirty six inches (24" x 36") and shall be accompanied by one overall map showing the entire development at a legible scale.
  - C. A vicinity map shall be at a scale of not less than one inch equals two thousand feet (1" = 2000'), extending at least two (2) miles beyond the proposed subdivision, showing existing streets and highways, natural drainage courses, Municipal and special district boundaries, sites for proposed water and sewage treatment facilities and similar major natural or man-made features of the area. In addition, area needed for new streets, schools, parks and rezoning should be shown on the vicinity map when appropriate. US Geological Survey Topographical maps area acceptable vicinity maps.
  - D. All plans shall be folded and collated appropriately at time of submittal.
- II. The Preliminary Plat shall contain or be accompanied by the information required by Section 8-2-3-B (1-29) of the Town Code.
- III. The Preliminary Plat shall be presented to staff for a preliminary submittal review to ensure proper documentation preparation. Please contact staff to arrange an appointment for this review.
- IV. Submittals will be distributed to various review agencies (public utilities, fire district, water and sanitation district, US Army Corps of Engineers, etc.) for their review and comments prior to Planning & Zoning Commission presentation. The following is a list of review agencies and their submittal requirements. Please be sure to provide the necessary copies required by each pertinent agency as indicated.
- \_\_\_\_\_ A. Colorado Department of Transportation (when property access would require a CDOT access permit from US Highway 40)
    - \_\_\_\_\_ 1. 24 "x 36" Plat
    - \_\_\_\_\_ 2. Construction Drawings
    - \_\_\_\_\_ 3. Drainage Study
  - \_\_\_\_\_ B. Colorado Division of Wildlife
    - \_\_\_\_\_ 1. 11" x 17" Plat
  - \_\_\_\_\_ C. Colorado Geological Survey
    - \_\_\_\_\_ 1. 24" x 36" Plat
    - \_\_\_\_\_ 2. Construction Drawings
    - \_\_\_\_\_ 3. Drainage Study
    - \_\_\_\_\_ 4. Geological Technical
    - \_\_\_\_\_ 5. CGS Review Fee (Check made out to Colorado Geological Survey)
      - .Very Small Residential Subdivision (1-3 dwelling units and less than 100 acres ) \$590
      - .Small Subdivision (greater than 3 dwelling units and less than 100 acres ) \$700
      - .Large Subdivision (greater than or equal to 100 acres and less than 500 acres) \$1,550
      - .Very Large Subdivision (greater than or equal to 500 acres) \$2,500

- \_\_\_\_\_ D. Comcast  
\_\_\_\_\_ 1. 24" x 36" Plat  
\_\_\_\_\_ 2. Construction Drawings
- \_\_\_\_\_ E. Denver Water (when property abuts Denver Water property)  
\_\_\_\_\_ 1. 11" x 17" Plat
- \_\_\_\_\_ F. East Grand Fire Protection District #4  
\_\_\_\_\_ 1. 24" x 36" Plat  
\_\_\_\_\_ 2. Construction Drawings  
\_\_\_\_\_ 3. Preliminary Cost Estimates (per Subdivision Improvements Agreement)  
\_\_\_\_\_ 4. EGFPD #4 Review Fee \$100 (Check made out to EGFPD)
- \_\_\_\_\_ G. East Grand School District  
\_\_\_\_\_ 1. 11" X 17" Plat
- \_\_\_\_\_ H. Grand County Assessor  
\_\_\_\_\_ 1. 11" x 17" Plat
- \_\_\_\_\_ I. Grand County Planning Department  
\_\_\_\_\_ 1. 11" x 17" Plat
- \_\_\_\_\_ J. Grand County Water & Sanitation District #1 (when property is located within this Special District)  
\_\_\_\_\_ 1. 24 "x 36" Plat  
\_\_\_\_\_ 2. Construction Drawings  
\_\_\_\_\_ 3. Drainage Study  
\_\_\_\_\_ 4. Geological Technical  
\_\_\_\_\_ 5. Preliminary Cost Estimates (per Subdivision Improvements Agreement)  
\_\_\_\_\_ 6. Preliminary Landscape Plan  
\_\_\_\_\_ 7. Water and Sanitation District "Will Serve" Letter
- \_\_\_\_\_ K. Winter Park Water & Sanitation District (when property is located within this Special District)  
\_\_\_\_\_ 1. 24 "X 36" Plat  
\_\_\_\_\_ 2. Construction Drawings  
\_\_\_\_\_ 3. Drainage Study  
\_\_\_\_\_ 4. Geological Technical  
\_\_\_\_\_ 5. Preliminary Cost Estimates (per Subdivision Improvements Agreement)  
\_\_\_\_\_ 6. Preliminary Landscape Plan  
\_\_\_\_\_ 7. Water and Sanitation District "Will Serve" Letter
- \_\_\_\_\_ L. Headwaters Trails Alliance  
\_\_\_\_\_ 1. 11" X 17" Plat
- \_\_\_\_\_ M. Mountain Parks Electric  
\_\_\_\_\_ 1. 24" x 36" Plat  
\_\_\_\_\_ 2. Construction Drawings  
\_\_\_\_\_ 3. Preliminary Cost Estimates (per Subdivision Improvements Agreement)
- \_\_\_\_\_ N. Qwest Communications Grand County  
\_\_\_\_\_ 1. 24" x 36" Plat  
\_\_\_\_\_ 2. Construction Drawings  
\_\_\_\_\_ 3. Preliminary Cost Estimates (per Subdivision Improvements Agreement)
- \_\_\_\_\_ O. US Army Corps of Engineers  
\_\_\_\_\_ 1. 24" X 36" Plat
- \_\_\_\_\_ P. US Forest Service (when property abuts US Forest Service property)
- \_\_\_\_\_ Q. Xcel Energy  
\_\_\_\_\_ 1. 24" X 36" Plat  
\_\_\_\_\_ 2. Construction Drawings  
\_\_\_\_\_ 3. Preliminary Cost Estimates

\_\_\_\_\_ R. Adjacent Property Owners  
\_\_\_\_\_ 1. 11" x 17" Plat

\_\_\_\_\_ S. Planning & Zoning Commission  
\_\_\_\_\_ 10 1. 11" x 17" Plat

\_\_\_\_\_ T. Staff  
\_\_\_\_\_ 2 1. 24" x 36" Plat  
\_\_\_\_\_ 2 2. Construction Drawings  
\_\_\_\_\_ 2 3. Drainage Study  
\_\_\_\_\_ 2 4. Geological Technical  
\_\_\_\_\_ 2 5. Preliminary Cost Estimates (per Subdivision Improvements Agreement)  
\_\_\_\_\_ 2 6. Preliminary Landscape Plan  
\_\_\_\_\_ 1 7. Stormwater Management Plan  
\_\_\_\_\_ 1 8. Title Commitment  
\_\_\_\_\_ 1 9. Preliminary Covenants / Declarations  
\_\_\_\_\_ 1 10. Articles of Incorporation  
\_\_\_\_\_ 1 11. Bylaws  
\_\_\_\_\_ 1 12. Mineral Estate Owner Form

U. **Total Plans Required:**  
\_\_\_\_\_ 1. **11" x 17" Plat (PLUS ADJACENT PROPERTY OWNERS)**  
\_\_\_\_\_ 2. **24" x 36" Plat**  
\_\_\_\_\_ 3. **Construction Drawings**  
\_\_\_\_\_ 4. **Drainage Study**  
\_\_\_\_\_ 5. **Geological Technical**  
\_\_\_\_\_ 6. **Preliminary Cost Estimates (per Subdivision Improvements Agreement)**  
\_\_\_\_\_ 7. **Preliminary Landscape Plan**  
\_\_\_\_\_ 1 8. **Stormwater Management Plan**  
\_\_\_\_\_ 1 9. **Title Commitment**  
\_\_\_\_\_ 1 10. **Preliminary Covenants / Declarations**  
\_\_\_\_\_ 1 11. **Articles of Incorporation**  
\_\_\_\_\_ 1 12. **Bylaws**  
\_\_\_\_\_ 1 13. **Water and Sanitation District "Will Serve" Letter**  
\_\_\_\_\_ 14. **CGS Review Fee**  
\_\_\_\_\_ 15. **EGFPD #4 Review Fee \$100**  
\_\_\_\_\_ 1 15. **Mineral Estate Owner Form**

V. Submittals will not be considered complete if each of the previous items are not addressed or accounted for. Only complete submittals will be accepted. Only complete submittals will start the "clock" for Planning & Zoning Commission presentation.



## Certification of Notification of Mineral Estate Owner

Town of Winter Park, Colorado

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**The applicant must check one of the three following statements, sign and date the form, and attach a list of mineral owners and lessees to whom notice was sent.**

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\_\_\_\_\_ I hereby certify that I have performed the inspection required by CRS 2-65-.5-103(2) and that the inspection indicated that the mineral estate has not been severed from the surface estate.

\_\_\_\_\_ I hereby certify that the mineral estate has been severed from the surface estate. I further certify that the Town of Winter Park, each mineral estate owner, and each lessee were notified as required by CRS 24-65.5-103, 30-28-133, and/or 31-23-215.

\_\_\_\_\_ I hereby certify that the mineral estate has been severed from the surface estate. I further certify that each mineral estate owner and lessee has waived the right to notice as per CRS-24-65.5-103(5).

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Please return to the Town of Winter Park, Planning and Zoning Department.



# MOUNTAIN PARKS ELECTRIC, INC.

*Providing energy...and more*

321 West Agate Ave. • P.O. Box 170 • Granby, CO 80446-0170  
(970) 887-3378 • toll free (877) 887-3378 • fax (970) 887-3898 • mpei@mpei.com

January 8, 2007

**Subject: Underground Electric Power Line Easements and Meter Locations**

**Grand County Builders and Developers:**

Several recent developments have been approved by town and county planners where the town or county has granted a variance to traditional setbacks. The building envelope is now encroaching on space typically used for routing underground electric power lines. In addition, there is little or no space available to site above ground transformers, switches and pedestals.

For the safety of all concerned, Mountain Parks Electric now requires a ten foot easement on either side of a buried primary electrical power line without exception, and a ten foot easement surrounding all above ground transformers, pedestals and switchgear. In addition to this, we require all meters on houses to be mounted on the front third of house, preferably on a gabled end.

As routine procedure, Mountain Parks Electric will comment on the above easement requirement when reviewing plats for towns and for the county.

If you have any questions, please do not hesitate to call me.

Thank you,

Joe Pandey  
General Manager  
Mountain Parks Electric, Inc.

Your Touchstone Energy® Partner



# COLORADO GEOLOGICAL SURVEY SUBMITTAL FORM FOR LAND-USE REVIEWS

County \_\_\_\_\_ Date \_\_\_\_\_

Project Name \_\_\_\_\_

## APPLICANT

(or Applicant's Authorized Representative responsible for paying CGS-review fee)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Ph. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

$\frac{1}{4}, \frac{1}{2}, \text{ or } \frac{3}{4}$  \_\_\_\_\_

Section(s) \_\_\_\_\_

Township \_\_\_\_\_

Range \_\_\_\_\_

## FEE SCHEDULE

### *Reviews for Counties*

Small Subdivision (> 3 dwellings and < 100 acres) .....	\$700
Large Subdivision ( $\geq$ 100 acres and < 500 acres) .....	\$1,550
Very Large Subdivision (500 acres or more) .....	\$2,500
Very small residential subdivisions (1-3 dwellings and < 100 acres) .....	\$500

*Reviews for Municipalities* ..... At hourly rate of reviewer

*Special Reviews* ..... At hourly rate of reviewer

School Site Reviews ..... \$855

## CGS LAND USE REVIEWS

Geological studies are required by Colorado counties for all subdivisions of unincorporated land into parcels of less than 35 acres, under State statute C.R.S. 30-28-101 et seq. (Senate Bill 35, 1972). Some Colorado municipalities require geological studies for subdivision of incorporated land. In addition, local governments are empowered to regulate development activities in hazardous or mineral-resource areas under C.R.S. 24-65.1-101 et seq. (House Bill 1041, 1974) and C.R.S. 34-1-301 et seq. (House Bill 1529, 1973), respectively.

Local-government agencies submit proposed subdivision applications and supporting technical reports to the Colorado Geological Survey "...for evaluation of those geologic factors which would have significant impact on the proposed use of the land," in accordance with State statutes. The CGS reviews the submitted documents and serves as a technical advisor to local-government planning agencies during the planning process. Since 1984, the CGS has been required by law to recover the full direct cost of performing such reviews.

The adequate knowledge of a site's geology is essential for any development project. It is needed at the start of the project in order to plan, design, and construct a safe development. Proper planning for geological conditions can help developers and future owners/users reduce unnecessary maintenance and/or repair costs.

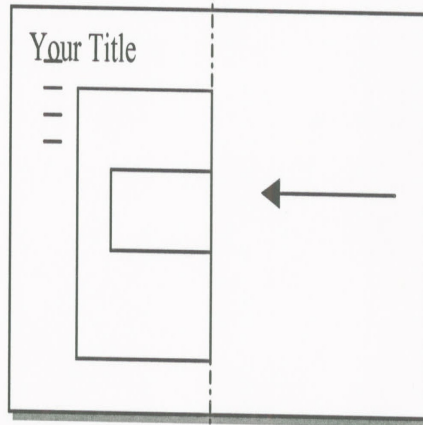
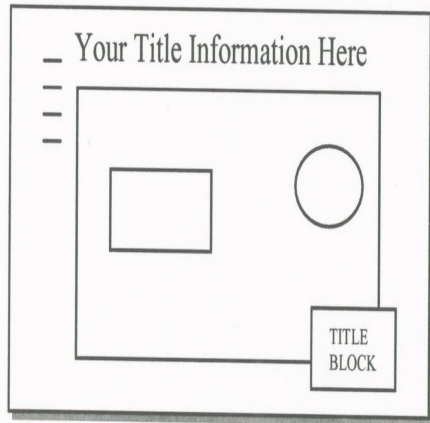
## Frequently Asked Questions and Answers Regarding the CGS Land Use Review Process

- 1 **Why am I required to have a CGS review when I already hired and paid for my own consultant?**  
In 1972, Senate Bill 35 was passed stating that any person or entity subdividing a property into parcels of 35 acres or less on unincorporated land must submit geologic or geotechnical reports to the County as part of the preliminary plat application process. Municipalities or public agencies may request that CGS review a site, although these reviews are not governed by the statute.
- 2 **Why is a CGS review necessary when I already hired my own geologist?**  
The CGS review is an independent third-party review that is done for the County, similar to the service a building inspector provides for construction review. The purpose of the CGS review is to ensure that all geologic concerns have been adequately identified and addressed in the geologic reports and that the proposed development is feasible.
- 3 **Why does CGS charge for land use reviews? Doesn't taxpayer money pay for this service?**  
CGS land use reviews are not subsidized through the general fund, although some other review agencies are supported by taxpayer money. In 1984 the state legislature decided that CGS reviews should be paid for with fees paid by the applicant of the proposed development so that taxpayers are not viewed as subsidizing development.
- 4 **Did the CGS geologist make a field visit to the site?**  
A CGS geologist visits each site being reviewed. If the review is a re-submittal for a site that has been visited previously, a second site visit may not be necessary. If significant changes have occurred since the initial review, the site may be visited again.
- 5 **Why is the CGS review letter so short and simple? What is my fee paying for?**  
The CGS letter is a review of the geologic material submitted and reflects the level of detail contained in those documents. CGS does not offer designs, but rather ensures that the work that has been done is meaningful and adequate for the site conditions and proposed development. A site review that adequately addresses all the geologic conditions present at the site may be a short confirmation letter. If more work needs to be done or if difficult site conditions are present, the letter may be longer.
- 6 **What type of information do I need to submit to CGS for a land use review?**  
The more geologic information that is submitted to CGS, the easier it is for CGS to evaluate the property. The required documents may vary based on county requirements and the potential problems that may impact the proposed development. A topographic map is essential. Also, information regarding slope, surficial materials, subsurface materials and bedrock, presence of groundwater and depth, and specific geologic hazards should be included, where applicable. Grading plans, drainage plans, and geotechnical testing results are also very helpful for the review. The presence of geologic hazards should be evaluated with respect to the development plan. Also, the effect of development on geologic conditions should be discussed. The evaluation should include alternatives such as avoidance and mitigation techniques.
- 7 **The subdivision down the road was approved, why wasn't mine? There could be several reasons; geologic conditions can change over short distances; subdivisions made prior to 1972 were not required to undergo a CGS review and may have not been evaluated for geologic suitability at all; the area down the road may be incorporated as part of a municipality, which exempts it from the CGS review process. Another consideration is that geologic reviews are continually evolving and site conditions that have been judged acceptable in the past may no longer be considered as such, based on the current understanding of the geologic processes and adverse impacts associated with them.**
- 8 **Why are CGS reviews required even on low-density properties?**  
Senate Bill 35 pertains to subdivisions of less than 35 acres. Geologic hazards can occur on large-scales or small-scales; relying on low-density subdivision can not mitigate all geologic hazards. For instance, entire hillsides might be prone to rockfall or landslide hazards. Large tracts of land may be subject to groundwater problems.
- 9 **Why can't I just use the soil conservation maps for a geologic report?**  
The USDA soil conservation maps are a good start for geologic investigations, but do not contain sufficient detail on the possible geologic problems that may occur at any site.
- 10 **Aren't some of your review comments beyond the scope of geologic hazards on my site?**  
Technically other agencies have regulatory authority regarding issues such as flood plains, groundwater availability and wildfire, but these issues are also important factors in the overall geologic context of the site and may affect geologic hazards on the site. The mention of a condition in the CGS review letter is not intended to influence the statutory authority of any other agency, but rather to ensure that all parties are aware of a potentially problematic geologic condition. For instance, mention of a situation involving a major drainage is a flag that the U.S. Army Corps of Engineers or the Colorado Water Conservation Board should be reviewing development plans.
- 11 **When I bought this property, no one told me about any geologic hazards on the site; can I go back to the previous owners somehow?**  
CGS can not give legal advice. If the seller was aware of adverse conditions with respect to the proposed use, this should have been disclosed. A legal opinion should be sought.
- 12 **Can I get a waiver from having the CGS do a review?**  
The discretion to grant waivers is vested by law with the counties. Once an application for review is submitted to CGS, we are under a statutory responsibility to respond.
- 13 **I am willing to accept the risk associated with my property—why is it anyone's business what I do with my own land?**  
The presumption associated with a subdivision is that portions of the property will be sold to others. This then assigns any risk to future buyers, and the county is required to protect their interests. Senate Bill 35 addresses a wide variety of land use issues as well as geologic suitability in an attempt to provide information so that the overall appropriateness of the subdivision proposal can be evaluated.

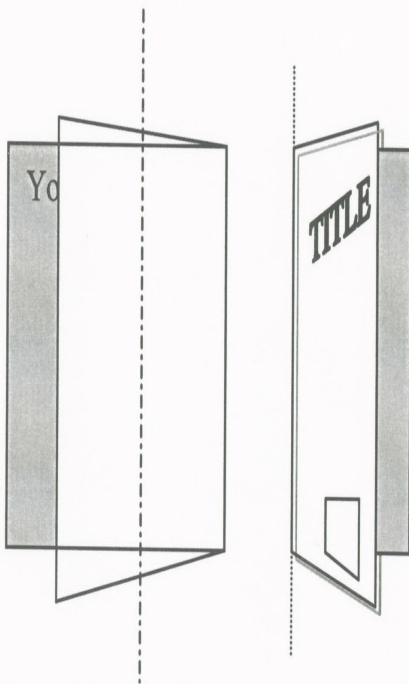
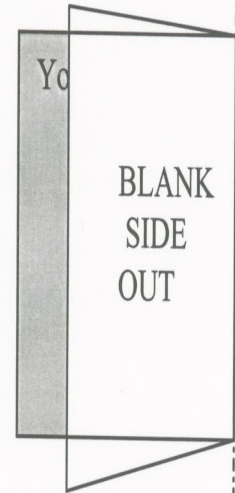
# Folding Your Plans (18 x 24 or larger)

Town of Winter Park will **NOT ACCEPT ROLLED PLANS.**

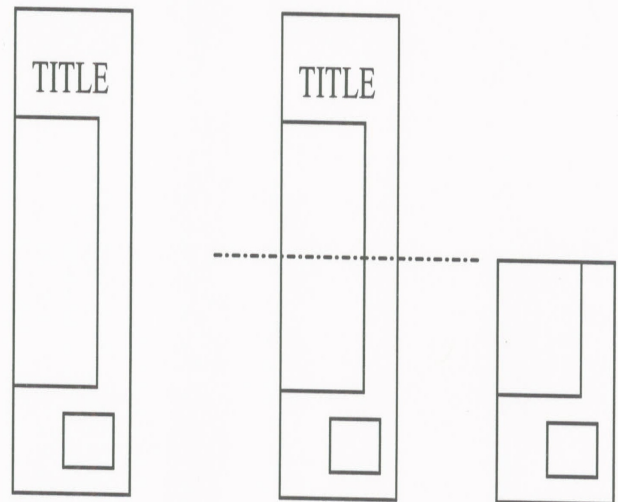
So here are instructions to assist you in folding your 18 x 24 or larger plans.



Fold once in Half,  
(Text to the inside)



Fold each of these panels text side out, in  
quarters

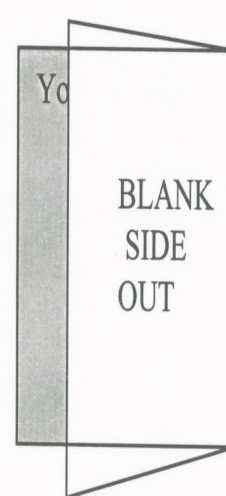
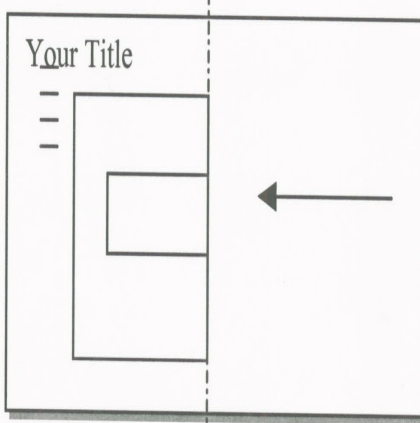
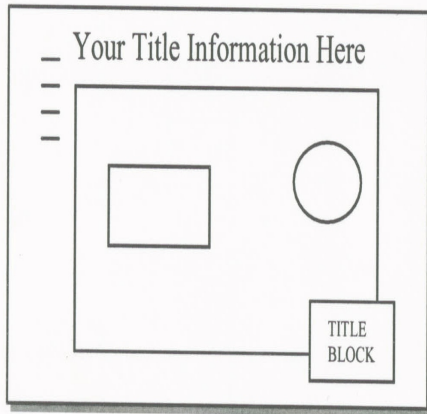


This gets folded in half again, so the title block ends  
up in the lower right hand portion of the folded plans.

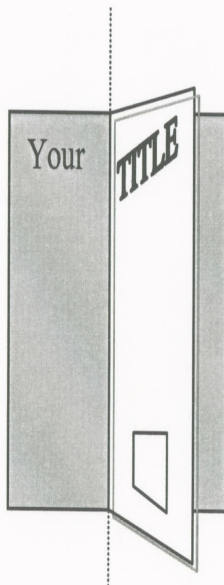
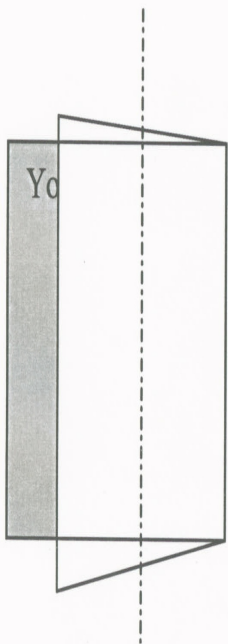


# Folding Your Reductions (11x17 size)

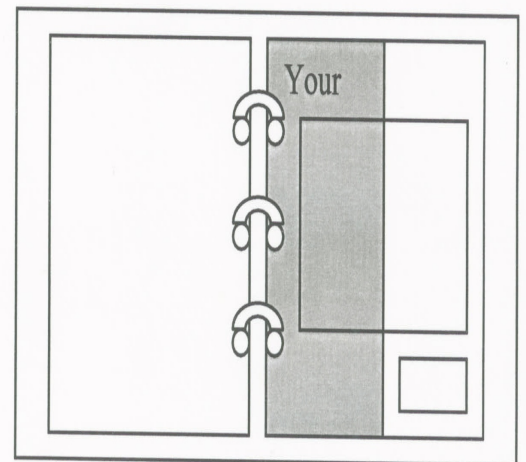
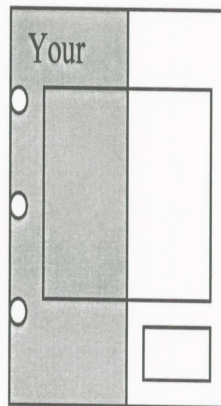
Town of Winter Park will **NOT ACCEPT ROLLED PLANS**,  
so here are instructions to assist you in folding your 11x17 reductions.  
**PLEASE** submit your plans properly or they will be **RETURNED** for correction!  
Thank you!



Fold once in Half,  
(Text to the inside)



Fold the **RIGHT** panel in half, text side out,  
to form a quarter panel.



The final should have the title block in the lower right hand corner,  
and be able to three hole punch for insertion into a 3 ring binder.